



**PLANNING AND ZONING DEPARTMENT
SUBMITTAL REQUIREMENTS FOR APPLYING FOR A ZONING AMENDMENT**

1. All blanks on the rezoning application or specific use permit form must be properly and completely filled out in order to be processed.
2. Rezoning fees must be turned in with the application with a check made out to the City of Longview as follows:
 - A. Standard Rezoning - \$307.00
 - B. Planned Development Rezoning - \$307.00
 - C. Specific Use Permit - \$307.00
3. As stated on the sample application, you must obtain, at your expense a Metes & Bounds narrative description of property to be zoned, unless a proper legal description is available at the Gregg County Appraisal District. If the initial request is modified or changed by the applicant, or the City Council or Planning and Zoning Commission, the Metes & Bounds description must be revised by the applicant, at his expense, before the rezoning becomes final.
4. An application for a Planned Development rezoning or a Specific Use Permit must be accompanied by a detailed site plan as required in the Zoning Ordinance. The application will not be processed after the monthly deadline if the site plan has not been submitted by that date.
5. The application form must be signed by the owner or an individual with legal authority to sign the application. All other persons having a financial interest in the request must be listed (no signature required). This includes all persons having an option to purchase the property. Those applications on properties that are held in trust must have the trustee signature and list all trust beneficiaries.

SCHEDULE FOR PUBLIC HEARINGS

Next Deadline: _____

Planning and Zoning Meeting: _____

City Council Meeting: _____